



Maine Department of Corrections

Direct Hire Career Opportunity

Juvenile Facility Operations Supervisor

Long Creek Youth Development Center

Job Class Code: 5218

Salary: \$34,278.40 - \$46,675.20

Pay Grade: 21

Bargaining Unit: MSEA - Supervisory

Effective Date: June 5, 2012

Closing Date: June 18, 2012

DESCRIPTION: This is investigative and protective supervisory work in a juvenile co-educational correctional facility. The Juvenile Facility Operations Supervisor (JFOS) is responsible for the security and safety of staff, offenders and visitors at the facility during an assigned shift. The JFOS supervises Juvenile Program Supervisors and Juvenile Program Workers and reports directly to the Juvenile Facility Operations Manager. The JFOS performs all duties related to the management and supervision of subordinate staff including post assignments, shift staffing, training, and performance evaluations; and redirects resources as necessary in response to crisis situations. The JFOS may occasionally interact with executive staff in which problem solving and exchanging of information is involved and must be able to communicate effectively with all levels of management and provide good leadership to all staff and residents in the completion of duties.

To be successful in this field, you will need to have knowledge in areas such as:

- Supervisory principles, practices, and techniques.
- Applicable laws, rules, regulations, policies and procedures as they apply to juveniles.
- Adolescent development and behavior.
- Counseling techniques.
- Modern security principles and practices

As well, you must have the ability to:

- Plan, oversee and direct a workforce.
- Understand and address juvenile behavior problems.
- Make clear, quick decisions in crisis situations.
- Detect and identify suspicious occurrences in the institution.
- Establish and maintain effective working relationships.
- Communicate effectively orally and in writing.

MINIMUM QUALIFICATIONS: A five (5) year combination of education, training, and/or experience which provides knowledge of Maine's correctional programs for juvenile offenders, at least one (1) year of which must have been at the supervisory level including such responsibilities as directing and evaluating staff performance as well as program planning and implementation **AND** no criminal or extensive motor vehicle record.

TO APPLY: Please complete and send the following application information, which is included in this posting: A cover letter, resume, Direct Hire application and supplemental questionnaire; and, either three (3) professional letters of recommendation or complete three (3) of the reference forms to:

Bradley Fogg
Long Creek Youth Development Center
675 Westbrook Street
South Portland, ME 04106

INSURANCES/RETIREMENT

***Value of State-paid Health Insurance**

Level 1: 100% State Contribution (employee pays nothing): \$363.77 bi-weekly
Level 2: 95% State Contribution (employee pays 5%): \$345.58 biweekly
Level 3: 90% State Contribution (employee pays 10%): \$327.39 biweekly
Level 4: 85% State Contribution (employee pays 15%): \$309.20 biweekly

* The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2011.

Value of State paid Dental Insurance: \$13.69 bi-weekly

Value of State's share of employee retirement contribution = 17.87% of pay

Maine State Government is an Equal Opportunity/Affirmative Action Employer



Long Creek Youth Development Center
Personnel Office, D.A.F.S. Corrections Service Center
675 Westbrook Street, South Portland, ME 04106

Dear Applicant,

Thank you for expressing an interest in working as a Juvenile Facility Operations Supervisor at the Long Creek Youth Development Center in South Portland, Maine. The facility is committed to creating and providing opportunity for success through personal growth in a safe and secure environment.

We want to make sure that you have an accurate understanding of the Juvenile Facility Operations Supervisor job before you proceed further with the application. It involves overseeing the security and safety of staff, offenders and visitors at a correctional facility.

In this package you will find:

- State of Maine Direct Hire Application
- Supplemental questionnaire, required as part of the application and allows the Department to conduct a thorough background check
- Reference Forms, which you need to complete and sign three of them so we can obtain valid references; or you may submit three current letters of recommendation.
- If you are a current State of Maine employee, we would request a copy of your last two performance appraisals – although these are not necessary.

It is important that all job information you provide is true and accurate without omissions that could impact your suitability for this job.

Please make sure that the contact information you give on this application is up to date.

Should you have any questions do not hesitate to contact us at:
e-mail: bradley.fogg@maine.gov Phone: 207-822-2604.

Bradley J. Fogg
Personnel Officer
Long Creek Youth Development Center

SUPPLEMENTAL QUALIFICATIONS FORM

Correctional JFOS (521800)

APPLICANT'S NAME: _____

INSTRUCTIONS:

- Your responses on this form will be the basis for determination of whether you are selected for an interview.
- *False or misleading statements may result in rejection of your Application for Employment or dismissal from Maine State Service if selected.*
- Statements made on this form and in your application are subject to verification by the Bureau of Human Resources and the Appointing Authority.

SECTION I - Minimum Requirements

- **Work Experience Guidelines for this section ONLY:**
 - **Work Experience must be full time equivalent (40 Hours/Week).**
 - **To convert credit hours to months of experience use the following calculations:**
Total Credit Hours ÷ 2.5 = Months of Experience.

Please check the statement which best describes your education and/or education.

I have at least Five (5) years of education, training and/or experience which provides knowledge of Maine's correctional programs for juvenile offenders; with at least one of those years being at a supervisory level including such responsibilities as directing and evaluating staff performance as well as program planning and implementation	
I have less than five (5) years of education, training and/or experience which provides knowledge of Maine's correctional programs for juvenile offenders; with at least one of those years being at a supervisory level including such responsibilities as directing and evaluating staff performance as well as program planning and implementation	

Directions for Sections II and III: Indicate your skill level by marking the appropriate boxes for each item listed. **It is important that you be as honest as possible in your evaluation of your skills.** *Any blanks will be considered as having no training, education or experience in this area.* If you are selected to be interviewed for one of these positions, you should anticipate the interviewer will have a copy of your self-evaluation and ask you to provide examples of your work experience or training that support your self-evaluation ratings. You may also be required to complete a performance test to demonstrate your proficiencies in selected skills.

Definitions:

None - I have no training, education, or experience in this area.

Level 1 - I have successfully completed training or coursework in this area, but I have no experience performing this task -OR- have some experience performing this task under close supervision.

Level 2 - I have experience performing this task and am fully capable of performing this task independently.

Level 3 - I have experience performing this task independently and am capable of training staff or providing assistance to other staff in this area.

Section II:

Experience:	None	Level 1	Level 2	Level 3
I have supervised subordinate employees including responsibility for completing performance evaluations, employee discipline, and making recommendations for hiring and firing				
I have investigated resident grievances and complaints, conducted initial investigations, and resolved the issue or recommended resolutions.				
I have reviewed and evaluated the educational training needs of subordinate staff.				
I have directed, observed, and monitored shakedown of living areas and residents to prevent contraband.				
I have monitored and evaluated current security practices and procedures within area of responsibility and provided recommendations for changes as necessary.				
I have coordinated with and participated as a member of the unit management team to ensure facility programs follow accepted security policies and procedures.				
I am familiar with correctional institutional rules, regulations, policies, and procedures.				
I have experience making decisions and acting quickly in emergency and dangerous situations.				
I have monitored and assured compliance with American Correctional Association Standards in security areas.				
I have monitored, observed, and inspected resident cell blocks, housing units, and living areas.				
I am familiar with institutional recordkeeping and reporting principles, practices, and requirements.				
I am familiar with institutional recordkeeping and reporting principles, practices, and requirements.				
I have worked with classification issues.				
I have worked with programming issues.				
I have supervised and overseen the movement of residents to and from work assignments, meals, etc.				
I have overseen the surveillance of institutional grounds and buildings.				
I have tabulated and recorded resident counts.				

SECTION III:

Computer Experience	None	Level 1	Level 2	Level 3
Word processing				
Spreadsheets				
Databases				
CORIS (Correctional Information System)				

BACKGROUND CHECK FOR EMPLOYMENT

Maine Department of Corrections

Long Creek Youth Development Center

THE MAINE DEPARTMENT OF CORRECTIONS CONDUCTS A BACKGROUND CHECK WHICH INCLUDES THE FOLLOWING:

- Department of Corrections records
- Motor Vehicle records
- Law Enforcement records
- Maine State Bureau of Identification
- Federal Bureau of Identification

Any **criminal conviction and/or juvenile adjudication** may disqualify you from consideration for this position. This includes motor vehicle violations that constitute crimes including OUIs/DWIs/OASs committed as an adult and/or as a juvenile.

HAVE YOU EVER BEEN CONVICTED OF A CRIME AS AN ADULT OR ADJUDICATED OF ANY CRIME AS A JUVENILE? This includes crimes or juvenile crimes or their equivalent in any jurisdiction including federal, military, tribal, and other states or countries.

If YES, please explain:

Signature of Applicant

Date

Failure to disclose any of the above may be cause for disqualification and/or termination of your employment.

STATEMENT OF APPLICANT

I understand the following information will be utilized solely for the purpose of obtaining a background check as described above.

Title of Position Applying For

Applicant's Signature

Date of Birth

Applicant's Name Printed

Social Security Number

Driver's License Number/Specify State

Maine Department of Corrections
Long Creek Youth Development Center

Please take the time to thoroughly explain your responses to the following questions.

1. Why do you want to work at Long Creek Youth Development Center?
2. Do you have a career goal(s) in the corrections field?
3. Please tell us about any experience you have interacting with juveniles/prisoners or anyone else which might enhance your performance as a Juvenile Facility Operations Supervisor.
4. Would you have a problem dealing with any particular type of offender?
5. Is there any part of this job, as you understand it, which you might be unwilling to do?
6. Do you know anyone who is a current or former prisoner/juvenile, resident/probationer or has otherwise been in the custody of or under the supervision of the Maine Department of Corrections?
7. Have you ever been a supervisor? When? Where? Explain what you did.
8. How did you hear about this position?
9. When are you available to begin?
10. Do you have experience using firearms?
11. Can you perform the duties of this position, with or without accommodations?
12. On the following page, please list all other names you have ever used and your residences for the past 10 years.

List all names you have ever used.

1. _____ from _____ to _____
2. _____ from _____ to _____
3. _____ from _____ to _____
4. _____ from _____ to _____

List all residences for the last 10 years.

1. _____ from _____ to _____
2. _____ from _____ to _____
3. _____ from _____ to _____
4. _____ from _____ to _____

REFERENCE INQUIRY FORM
Maine Department of Corrections
Long Creek Youth Development Center

Applicant - Please complete the top section of all three forms

Your Printed Name: _____

Position Applied For: _____ **Juvenile Facility Operations Supervisor** _____

List the Work Reference we should send this form to:

Name/Title: _____

Mailing Address: _____

Dates of Employment: From _____ To _____

Your Position There: _____

I AUTHORIZE THE RELEASE OF THE INFORMATION REQUESTED BELOW TO THE
PERSONNEL OFFICER, LONG CREEK YOUTH DEVELOPMENT CENTER.

Applicant's Signature

Date

Employer's Section:

The person above has applied for a position on our staff. We would appreciate your response within ten days with your frank rating of the applicant's performance. All information furnished by you will be considered confidential.

Thank you,
Department of Corrections
Long Creek Youth Development Center

Are employment dates correct?

If not, please list: From _____ To _____

Job Title (classification): _____

Continued on next page....

	Excellent	Above Average	Average	Below Average	Poor
Knowledge of Job					
Quality of Work					
Quantity of Work					
Dependability					
Attendance record					
Service in general					

	YES	NO
Was applicant able to follow instructions as given:		
Did applicant work in harmony with coworkers:		
Would you recommend applicant to us for employment:		

Wages: \$_____ per hour ☐ day ☐ week ☐ month ☐

Reason for leaving: laid off ☐ discharged ☐ resigned ☐

Is applicant eligible for rehire? Yes ☐ No ☐

If not, please justify:

Additional Comments:

Completed by: _____

Signature and Title

Date

REFERENCE INQUIRY FORM
Maine Department of Corrections
Long Creek Youth Development Center

Applicant - Please complete the top section of all three forms

Your Printed Name: _____

Position Applied For: _____ **Juvenile Facility Operations Supervisor** _____

List the Work Reference we should send this form to:

Name/Title: _____

Mailing Address: _____

Dates of Employment: From _____ To _____

Your Position There: _____

I AUTHORIZE THE RELEASE OF THE INFORMATION REQUESTED BELOW TO THE
PERSONNEL OFFICER, LONG CREEK YOUTH DEVELOPMENT CENTER.

Applicant's Signature

Date

Employer's Section:

The person above has applied for a position on our staff. We would appreciate your response within ten days with your frank rating of the applicant's performance. All information furnished by you will be considered confidential.

Thank you,
Department of Corrections
Long Creek Youth Development Center

Are employment dates correct?

If not, please list: From _____ To _____

Job Title (classification): _____

Continued on next page....

	Excellent	Above Average	Average	Below Average	Poor
Knowledge of Job					
Quality of Work					
Quantity of Work					
Dependability					
Attendance record					
Service in general					

	YES	NO
Was applicant able to follow instructions as given:		
Did applicant work in harmony with coworkers:		
Would you recommend applicant to us for employment:		

Wages: \$_____ per hour ☐ day ☐ week ☐ month ☐

Reason for leaving: laid off ☐ discharged ☐ resigned ☐

Is applicant eligible for rehire? Yes ☐ No ☐

If not, please justify:

Additional Comments:

Completed by: _____

Signature and Title

Date

REFERENCE INQUIRY FORM
Maine Department of Corrections
Long Creek Youth Development Center

Applicant - Please complete the top section of all three forms

Your Printed Name: _____

Position Applied For: _____ **Juvenile Facility Operations Supervisor** _____

List the Work Reference we should send this form to:

Name/Title: _____

Mailing Address: _____

Dates of Employment: From _____ To _____

Your Position There: _____

I AUTHORIZE THE RELEASE OF THE INFORMATION REQUESTED BELOW TO THE
PERSONNEL OFFICER, LONG CREEK YOUTH DEVELOPMENT CENTER.

Applicant's Signature

Date

Employer's Section:

The person above has applied for a position on our staff. We would appreciate your response within ten days with your frank rating of the applicant's performance. All information furnished by you will be considered confidential.

Thank you,
Department of Corrections
Long Creek Youth Development Center

Are employment dates correct?

If not, please list: From _____ To _____

Job Title (classification): _____

Continued on next page....

	Excellent	Above Average	Average	Below Average	Poor
Knowledge of Job					
Quality of Work					
Quantity of Work					
Dependability					
Attendance record					
Service in general					

	YES	NO
Was applicant able to follow instructions as given:		
Did applicant work in harmony with coworkers:		
Would you recommend applicant to us for employment:		

Wages: \$_____ per hour ☐ day ☐ week ☐ month ☐

Reason for leaving: laid off ☐ discharged ☐ resigned ☐

Is applicant eligible for rehire? Yes ☐ No ☐

If not, please justify:

Additional Comments:

Completed by: _____

Signature and Title

Date



State of Maine

(An Equal Opportunity Employer)

Employment Application

(revised February 2011)

Last Name		First Name		M.I.	Social Security Number
Have you ever worked, attained licensing or certification, attended school or been convicted of a criminal offense under a different name? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, what is that name? Name #1 _____ Name #2 _____ Name #3 _____ Name #4 _____					
Mailing Address		Town		State	ZIP Code
Home Phone #	Work Phone #		Email Address		
Title of the Job You're Applying For JUVENILE FACILITY OPERATIONS SUPERVISOR				Job Class Code 521800	
Veteran's Preference: See pamphlet "Veteran's Preference in Maine State Service" or go to www.maine.gov/state_jobs/veteran.htm for more information. Provide DD214 and disability forms if applicable. <input type="checkbox"/> Not Claimed <input type="checkbox"/> 5 Points (Requires DD214) <input type="checkbox"/> 10 Points (Requires DD214 and VA Statement of Disability)					
Only U.S. citizens or aliens who have a legal right to work and remain permanently in the U.S. are eligible for employment. Can you, after employment, submit verification of your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Are you a present or former Maine State employee? <input type="checkbox"/> Yes <input type="checkbox"/> No Department _____ Job Title _____ Begin Date _____ End Date _____					
Are you willing to work: <input type="checkbox"/> Saturdays <input type="checkbox"/> Sundays <input type="checkbox"/> Holidays					
Do you have a current Maine driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what type? <input type="checkbox"/> Class A <input type="checkbox"/> Class B <input type="checkbox"/> Class C					
Are you willing to travel on the job? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, are you willing to use your own vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Are you willing to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No What shifts are you willing to work? <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd					
ADMINISTRATIVE SKILLS (subject to formal testing and work sampling) WORDS PER MINUTE Typewriter: _____ Keyboarding: _____					
FOREIGN LANGUAGE SKILLS					

Language	Speak <input type="checkbox"/>	Read <input type="checkbox"/>	Write <input type="checkbox"/>
Language	Speak <input type="checkbox"/>	Read <input type="checkbox"/>	Write <input type="checkbox"/>

Geographic Preference

Candidates are asked to specify the geographic areas of the State in which they will accept employment by completing the form below. You may select or change the conditions of your referral by checking the appropriate boxes. Mark the area(s) and condition(s) of employment suitable to you. If you do not select any areas, the bureau will automatically refer your name for all counties and employment types.

F = Full Time

P = Part Time

T = Temporary

S=Seasonal

		F	P	T	S			F	P	T	S			F	P	T	S
0	All Counties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21	Hancock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	42	Piscataquis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Androscoggin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22	Bar Harbor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	43	Dover-Foxcroft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Lewiston	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23	Bucksport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	44	Greenville	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Livermore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24	Ellsworth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	45	Sagadahoc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Aroostook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25	Kennebec	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	46	Bath	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Ashland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26	Augusta	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	48	Somerset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Caribou	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27	Augusta-RPC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	49	Skowhegan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Fort Kent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28	Waterville	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	50	Waldo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Houlton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29	Knox	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51	Belfast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Madawaska	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30	Rockland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	52	Washington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Presque Isle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31	Thomaston	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	53	Bucks Harbor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Van Buren	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	32	Lincoln	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	54	Calais	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Cumberland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	33	Boothbay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	55	Eastport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Portland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	34	Oxford	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	56	Machias	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Brunswick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	35	Norway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	57	York	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	South Portland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	36	Rumford	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	58	Biddeford	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Windham MCC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	37	Penobscot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	59	Kittery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Franklin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	38	Bangor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	60	Saco	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Farmington	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	39	Bangor BMHI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	61	Sanford	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Rangeley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40	Charleston	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						41	Millinocket	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Education

Last Yr Completed	Name and Location	Sem Hrs	Qtr Hrs	Major	Minor	Yr Of Deg	Degree Type
High School							
College or University							
Grad School							
Prof School							
Other							

Licenses, Certifications and Registrations

Name of License, Registration or Certification	License Number	State of Issue	Expiration Date

Important instructions for Completing Employment History

This portion must be accurate and complete. APPLICATIONS LACKING SUFFICIENT INFORMATION WILL BE REJECTED. List your entire work history including part-time, temporary and volunteer jobs. List jobs in reverse order, starting with your present or last job. List each promotion as a separate job. To evaluate your qualifications we must have accurate and complete information on previous job tasks and levels of responsibility. Part or all of your examination score may be based on your work history. Be thorough and specific in the detailing of duties. SPECIAL NOTE: If additional space is needed, attach separate sheets.

Employer #1	From (mm/dd/yyyy): _____ To (mm/dd/yyyy): _____ <div style="text-align: center;">-</div>
Complete Address and phone number:	Last Weekly Pay \$
Your Title:	Hours/Week:
Number & Titles of Employees You Supervised:	Supervisor's Name & Title:
Duties:	
Reason for Leaving:	
Employer #2	From (mm/dd/yyyy): _____ To (mm/dd/yyyy): _____ <div style="text-align: center;">-</div>
Complete Address and phone number:	Last Weekly Pay \$
Your Title:	Hours/Week:
Number & Titles of Employees You Supervised:	Supervisor's Name & Title:

Duties:

Employer #3	From (mm/dd/yyyy): -	To (mm/dd/yyyy):
Complete Address and phone number:	Last Weekly Pay \$	
Your Title:	Hours/Week:	
Number & Titles of Employees You Supervised:	Supervisor's Name & Title:	
Duties:		
Employer #4	From (mm/dd/yyyy): -	To (mm/dd/yyyy):
Complete Address and phone number:	Last Weekly Pay \$	
Your Title:	Hours/Week:	
Number & Titles of Employees You Supervised:	Supervisor's Name & Title:	
Duties:		
Employer #5	From (mm/dd/yyyy): -	To (mm/dd/yyyy):
Complete Address and phone number:	Last Weekly Pay \$	
Your Title:	Hours/Week:	
Number & Titles of Employees You Supervised:	Supervisor's Name & Title:	
Duties:		
Employer #6	From (mm/dd/yyyy): -	To (mm/dd/yyyy):
Complete Address and phone number:	Last Weekly Pay \$	
Your Title:	Hours/Week:	
Number & Titles of Employees You Supervised:	Supervisor's Name & Title:	

Duties:

Employer #7	From (mm/dd/yyyy): -	To (mm/dd/yyyy):
Complete Address and phone number:	Last Weekly Pay \$	
Your Title:	Hours/Week:	
Number & Titles of Employees You Supervised:	Supervisor's Name & Title:	
Duties:		
Employer #8	From (mm/dd/yyyy): -	To (mm/dd/yyyy):
Complete Address and phone number:	Last Weekly Pay \$	
Your Title:	Hours/Week:	
Number & Titles of Employees You Supervised:	Supervisor's Name & Title:	
Duties:		
Employer #9	From (mm/dd/yyyy): -	To (mm/dd/yyyy):
Complete Address and phone number:	Last Weekly Pay \$	
Your Title:	Hours/Week:	
Number & Titles of Employees You Supervised:	Supervisor's Name & Title:	
Duties:		
Employer #10	From (mm/dd/yyyy): -	To (mm/dd/yyyy):
Complete Address and phone number:	Last Weekly Pay \$	
Your Title:	Hours/Week:	
Number & Titles of Employees You Supervised:	Supervisor's Name & Title:	

Duties:

The State of Maine conducts background checks.

Have you ever been convicted of any violation of law by any court of law? Include any guilty pleas entered, military courts martial, traffic violation convictions for Operating Under the Influence (OUI), or traffic violations that resulted in your license being suspended. Do not include here any juvenile adjudications or traffic violations not listed above. Some positions require disclosure of juvenile adjudications. Applicants for these positions will be required to disclose juvenile adjudications on a supplemental form provided for that purpose.

Please print your answer (either "Yes" or "No") in the space provided: ____

If yes, please list: Offense(s)

Date of Conviction(s)

Not all conviction(s) or adjudication(s) will automatically disqualify you from employment but will be considered in relation to specific job requirements. Omission or misrepresentation of this information will result in employment ineligibility.

Please read and sign the following statement: I certify, under penalty of law, that the information given in this application is correct and complete to the best of my knowledge. I am aware that, should investigation at any time show falsification, I will not be considered for employment or, if employed, I may be dismissed. I hereby authorize the State of Maine, the Department of Administrative and Financial Services, Bureau of Human Resources and agencies to whom my name is certified/referred to make all necessary investigations concerning me, my work habits, character, or my action in any transaction. I authorize the State of Maine to check my driving record if the position for which I am applying requires driving. I understand that I may be asked to submit to a pre-employment drug test, a credit history check and/or a criminal history background check as a condition of employment. I authorize the Bureau of Human Resources or its assignee to receive and make available to other state agencies my academic records or other material pertinent to my qualifications, and further authorize and request each former employer, person given as reference, educational institution or organization (including law enforcement agencies) to provide all information that may be sought in connection with my application. I understand and agree that I will be required to ratify the information contained in this application by signature as a condition of employment.

Signature _____

Date _____

Human Resources Use Only						Date Stamp
Review	Initials	Date	<input type="checkbox"/> Closing Date		Date Sent:	
1			<input type="checkbox"/> Supplemental Questions		Date Due:	
2			<input type="checkbox"/> Qualified		<input type="checkbox"/> Not Qualified	
3			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Conditionally Qualified		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Reason	
Exam Components		%	Date	Results	Record	Comments
MERS						
T & E						
Written						
PAT						
Oral						Convert Score From
Service Rating						
1 Performance						
2 Performance						
AGENCY PERSONNEL USE ONLY						
Minimum Qualifications			<input type="checkbox"/> Pass <input type="checkbox"/> Fail		Date	Rater's Name
Testing Record				Results		
Hired in Classification Title		Agency		Effective Date		Position Number

Entry control Label

APPLICANT INFORMATION SURVEY

INSTRUCTIONS TO THE APPLICANT: The State of Maine is an Equal Opportunity Employer. The information solicited on this page is being compiled by the Maine Bureau of Human Resources to comply with Federal record-keeping regulations and EEO/Affirmative Action requirements. You are **not required** to furnish this information, but your cooperation is encouraged. The information on this form is **CONFIDENTIAL**. The page will be removed from your application prior to review and destroyed after data compilation.

RACIAL/ETHNIC DEFINITIONS

0. WHITE (not of Hispanic Origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
1. BLACK (not Hispanic Origin): All persons having origins in any of the Black racial groups of Africa.
2. HISPANIC: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
3. ASIAN OR PACIFIC ISLANDERS: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
4. AMERICAN INDIAN OR ALASKAN NATIVE: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
6. OTHER

☐ 1. I have read the paragraph above and do not wish to provide the information.

2. Enter your date of birth
(month) (day) (year)

3. Enter your racial/ethnic group code number (refer to definitions at left)

4. What is your sex? A. Female B. Male

DEFINITIONS OF VETERANS SUBJECT TO EEO/AFFIRMATIVE ACTION REGULATIONS:

(The requirements are different from State Veterans Preference)

VIETNAM ERA VETERAN: One who served on active duty for more than 90 days, any part of which occurred between August 5, 1964 and July 7, 1975 and was discharged or released other than a dishonorable discharge, or was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964 and July 7, 1975.

DISABLED VETERAN: A person entitled to disability compensation under laws administered by the Veterans Administration for a disability rated at 30 per cent or more, or a person whose release from active duty was for a disability incurred or aggravated in the line of duty.

PLEASE PLACE AN X IN ALL BOXES WHICH APPLY TO YOU (refer to definitions at left)

☐ 5. Vietnam Era Veteran

☐ 6. Disabled Veteran

DEFINITION FOR DISABILITY

Any person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, has a record of such impairment, or is regarded as having such impairment has a disability under the Americans With Disabilities Act. Major life activities include: walking, seeing, hearing, learning, self-care, speaking, lifting, reaching, thinking performing manual tasks, breathing, working and interacting with others.

PLEASE PLACE AN X IN ALL BOXES WHICH APPLY TO YOU (refer to definitions at left)

☐ 7. Have a disability as defined

☐ 8. Interview accommodations may be necessary due to a disability

Filling of Vacancies

CAREER OPPORTUNITY BULLETINS are published by the Bureau of Human Resources to show typical duties, job requirements, geographic location, salary and availability. Bulletins are available at Maine CareerCenters and on the Internet at http://www.maine.gov/state_jobs. Read the bulletin pertaining to each classification before making application, as supplemental information may be required.

SEPARATE APPLICATIONS: A complete application must be submitted for each separate classification title/code.

SUPPLEMENTAL OR ADDITIONAL INFORMATION: Answer questions or supply additional information to meet requirements as stated within the bulletin.

CLOSED CLASSIFICATIONS: Application material received for closed classes or after the closing date will be returned.

ENVELOPES: One self-addressed, stamped envelope (legal-size, #10) must be submitted with each application. *(Some job classifications require more than one envelope; if so, the Career Opportunity Bulletin will clearly indicate this.)* **STATE EMPLOYEES** may use the State Inter-Office Mail System. Envelopes will be sealed to ensure confidentiality.

VOLUNTEER WORK: Volunteer work is accepted towards meeting minimum entrance requirements and establishing a score through numerical evaluation of training and experience (T & E). Be sure to provide length and hours per week of assignments.

RESUMES: The information submitted on this application will be the basis for evaluating an applicant's training and experience. A resume may be used to supplement this information but not to replace any of the required information.

COPIES OF THE APPLICATION: Please retain a copy of your application before it is submitted to the Bureau of Human Resources.

PROOF: With this application, furnish required proof of military service, education, training, registration, certification or licensing. Legible duplicates of licenses, registrations, certifications, diplomas, transcripts and related documents are accepted.

VERIFICATION OF WORK EXPERIENCE, EDUCATION AND TRAINING: Reference checks will be completed by the hiring agency before selection. The agency may also verify registrations, certifications, licensing, education or training.

HIRING INTERVIEWS: Interviews are conducted by the agency. Please bring a resume and list of references to the interview.

REGISTER: An eligible register contains the names of all persons who have successfully completed all portions of the examination for the particular classification.

UNCLASSIFIED EMPLOYEES: Unclassified employees are treated as non-state employees for selection purposes in the classified service.

PROBATION PERIOD: All employees must complete at least a six-month probation period. This is part of the selection process.

--